



Washington State Health Care Authority

Operational webinar series:

Submit Nursing Home Institutional Claims using Templates

- Copy of this presentation located at <http://hrsa.dshs.wa.gov/provider/webinar.shtml>
- Links to all resources located throughout the presentation



After this Webinar, you can:

- **Create Institutional claim templates**
- **Build a batch of claims from templates**
- **Submit a batch of template claims**
- **Submit individual claims from a template**
- **Submit a claim secondary to commercial insurance**



Creating a Claim Template

- To use ProviderOne Direct Data Entry (DDE):
 - Log into ProviderOne (<https://www.waproviderone.org/>)
 - Use profile “EXT Provider Claims Submitter” or “EXT Provider Super User” or EXT Eligibility Checker/Claims Submitter
 - At your Provider Portal (homepage)
 - Scroll down to “Claims ”
 - Click on “Manage Templates”





- **Create the Institutional Template**
 - Providers that use the UB-04 Claim Form or 837I



Creating a Claim Template

- Here is an overview of the Create Claim Template Screen

- We will cover each action that can be done at this screen in the following slides
- Pick Type of Claim as “Institutional” and click on the Add button



Creating a Claim Template

- The DDE claim /template screen requires the minimum information
 - Template Name

Close Save Template Reset

Institutional Claim:

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Subscriber | Claim | Service

* Template Name:

PROVIDER INFORMATION

Go to Other Claim Info to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI: * Taxonomy Code:

- And answer the question

? * Is this a Medicare Crossover Claim? ☐ Yes ☐ No

- Or a provider can add as much information as they want



Creating a Claim Template

- **First task is to name the template**

* Template Name:

PROVIDER INFORMATION

Go to Other Claim Info to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI: * Taxonomy Code:

- **Then add Provider Identifiers: NPI and Taxonomy**

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID:

☐ **Additional Subscriber/Client Information**

* Org/Last Name: First Name:

* Date of Birth: * Gender:

- **ProviderOne Client ID Number**
 - Last Name
 - Along with Gender and Date of Birth



Creating a Claim Template

- **Fill in the claim data**
 - We are going to cover filling in most fields

CLAIM INFORMATION
Go to [Other Claim Info](#) to enter additional claim information not displayed on this page.

CLAIM DATA

Patient Account No.:	<input type="text"/>
Medical Record Number:	<input type="text"/>
Type Of Facility:	<input type="text"/>
Bill Classification:	<input type="text"/>
Statement Dates:	From: <input type="text"/> mm <input type="text"/> dd <input type="text"/> ccyy To: <input type="text"/> mm <input type="text"/> dd <input type="text"/> ccyy
Admission Date/Hour:	<input type="text"/> mm <input type="text"/> dd <input type="text"/> ccyy - <input type="text"/> hh : <input type="text"/> mm
Priority(Type) Admission/Visit:	<input type="text"/>
Point Of Origin Admission/Visit:	<input type="text"/>
Discharge Hour:	<input type="text"/> hh : <input type="text"/> mm
Discharge Status:	<input type="text"/>
Total Claim Charge:	\$ <input type="text"/>
Patient Est. Amount Due:	\$ <input type="text"/>
DRG Code:	<input type="text"/>

- **Enter your Patient Account Number**



Creating a Claim Template

- **Pick the Type of Facility from the drop down**

* Type Of Facility:

→

- 1-Hospital
- 2-Skilled Nursing
- 3-Home Health +
- 4-Religious Non-Medical Health Care Institutions - Hospital Inpatient (formerly referred to as Christi
- 5-Religious Non-Medical Health Care Institutions - Post-Hospital Extended Care Services (formerly refe
- 6-Intermediate Care
- 7-Clinic
- 8-Special Facility

- **A Nursing Home would choose
“2-Skilled Nursing”**



Creating a Claim Template

- **Pick the Bill Classification from the drop down options**

* Bill Classification:

Nursing Homes using the DDE feature of ProviderOne would choose the 1E option from the list. The type of bill is then displayed in ProviderOne to state staff as 211.

▼

1C-Rural Health

1E-Inpatient (Including Medicare Part A)

1S-Hospice (non-hospital based)

2C-Hospital Based or Independent Renal Dialysis Center

2E-Inpatient (Medicare Part B only)

2S-Hospice (hospital-based)

3C-Free Standing

3E-Outpatient

3S-Ambulatory Surgery Center

4C-Outpatient Rehabilitation Facility (ORF)

4E-Laboratory Services Provided to Non-patients

4S-Free Standing Birthing Center

5C-Comprehensive Outpatient Rehabilitation Facilities (CORFs)

5E-Intermediate Care - Level I

5S-Critical Access Hospital

6C-Community Mental Health Center

6E-Intermediate Care - Level II

6S-Residential Facility

7C-Federally qualified health center

7E-Subacute Inpatient (Revenue Code 19X required when this bill type is used, however 19X may be used w

8E-Swing Beds

9C-Other

9S-Other



Creating a Claim Template

- On this template we will not be indicating the **Statement Dates (dates of service)**

CLAIM INFORMATION
Go to [Other Claim Info](#) to enter additional claim information not displayed on this page.

CLAIM DATA

Patient Account No.:

Medical Record Number:

* Type Of Facility:

* Bill Classification:

* Statement Dates: From: To:

- We will add an **Admission Date**

* Statement Dates: From: To:

Admission Date/Hour: - :

04 01 2009 - 08 : 00



Creating a Claim Template

- Now we indicate the Admission Type

Priority(Type) Admission/Visit:

1-Emergency
2-Urgent
3-Elective
4-Newborn
5-Trauma Center
9-Information Not Available

- And then Point of Origin Admission/Visit:

Point Of Origin Admission/Visit:

1-Non-Health Care Facility Point
2-Clinic
3-HMO Referral
4-Transfer from a Hospital (Diff
5-Transfer from a Skilled Nursin
6-Transfer from Another Health C
7-Emergency Room
8-Court/Law Enforcement
9-Information Not Available
A-Transfer From a Critical Acces
B-Transfer From Another Home Hea
C-Readmission to Same Home Healt
D-Transfer from One Distinct Uni
E-Transfer from Ambulatory Surge
F-Transfer from Hospice and is U



Creating a Claim Template

- Indicate the Patient Discharge Status

* Discharge Status:

01-Discharged to home or self car
02-Discharged/transferred to a sh
03-Discharged/transferred to Skil
04-Discharged/transferred to an i
05-Discharged/transferred to a De
06-Discharged/transferred to home
07-Left against medical advice or
08-Discharged/transferred to home
09-Admitted as an inpatient to th
20-Expired
21-Reserved
30-Still Patient
40-Expired at home
41-Expired in a medical facility
42-Expired - place unknown
43-Discharged/transferred to a fe
50-Hospice - home
51-Hospice - medical facility
61-Discharged/transferred to hosp
62-Discharged/transferred to an i
63-Discharged/transferred to a Me
64-Discharged/transferred to a nu
65-Discharged/transferred to a ps
66-Discharged/transferred to a Cr
70-Discharged/transferred to anot
71-Discharged/transferred/referre
72-Discharged/transferred/referre



Creating a Claim Template

- Claim data filled in so far

CLAIM INFORMATION
Go to [Other Claim Info](#) to enter additional claim information not displayed on this page.

CLAIM DATA

Patient Account No.:

Medical Record Number:

* Type Of Facility:

* Bill Classification:

* Statement Dates: From: To:

Admission Date/Hour: - :

Priority(Type) Admission/Visit:

Point Of Origin Admission/Visit:

Discharge Hour: :

* Discharge Status:

* Total Claim Charge: \$

Patient Est. Amount Due: \$


DRG Code:

? * Is this a Medicare Crossover Claim? ☐ Yes ☒ No

- Then indicate the total charges
- Now drop down and answer the Medicare question



Creating a Claim Template

- Scroll down the page, click on the  expander to open the value code information fields
 - Enter Value Code 24
 - Then enter the appropriate class code

VALUE INFORMATION		
1	* Value Code: <input type="text" value="24"/>	* Value Amount: \$ <input type="text" value="20"/>
2	Value Code: <input type="text"/>	Value Amount: \$ <input type="text"/>

Add Another
DeleteRow2


- Enter the client participation as the second Value information
 - Enter Value Code 31
 - Enter the patient participation amount (Even if it is \$0)

VALUE INFORMATION		
1	* Value Code: <input type="text" value="24"/>	* Value Amount: \$ <input type="text" value="20"/>
2	Value Code: <input type="text" value="31"/>	Value Amount: \$ <input type="text" value="570.50"/>

Add Another
DeleteRow2



Creating a Claim Template

- Next click on the diagnosis information  expander
 - Enter the Principal Diagnosis
 - Admitting Diagnosis
 - Other Diagnosis as necessary
 - Do not enter the decimal in the these fields

☐ **DIAGNOSIS INFORMATION**

* Principal Diagnosis Code:

Present On Admission:

Admitting Diagnosis Code:

1 * E-Code:

Present On Admission:

Add Another

Reason For Visit: 1: 2: 3:

☐ **Other Diagnosis Information**

(Do not enter decimal points or spaces)

1 * Other Diagnosis Code:

Present On Admission:

Add Another



Creating a Claim Template

- We now enter the service line data

SERVICE LINE ITEM INFORMATION

Click on the Other Svc Info link associated with each added Service Line Item to enter line item information other than that displayed on this page.

Service Line Items

* Revenue Code:

Procedure Code:

Service Date/First Date of Service: mm dd ccyy

Last Date of Service: mm dd ccyy

* Service Units:

* Total Line Charges: \$

Line Item Control Number:

Modifiers: 1: 2: 3: 4:

Non-covered Line Charges: \$

☒ Medicare Crosscover Item

- Enter Room Revenue Code 0190
 - Enter monetary information so that the system will batch templates into claims correctly
 - Enter the number of days as Service Units
 - Enter the Facility Daily Rate in the Total Line Charge Field



Creating a Claim Template

- After entering all the service line data click the button to add the data to your template claim

Add Service Line Item

* Total Line Charges: \$ Non-covered Line Charges: \$


Line Item Control Number:

☒ Medicare Crossover Items

National Drug Code:

☒ Drug Identification

☒ Additional Service Line Information



Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information.

Line No	Rev. Code	Proc. Code	Modifiers				Service Dates		Units	Charges	Non-covered Charges	
			1	2	3	4	From	To				
1	0190								30	192.80		Delete or Other Service Info

- The template is complete and ready to Save
 - Click the save template button

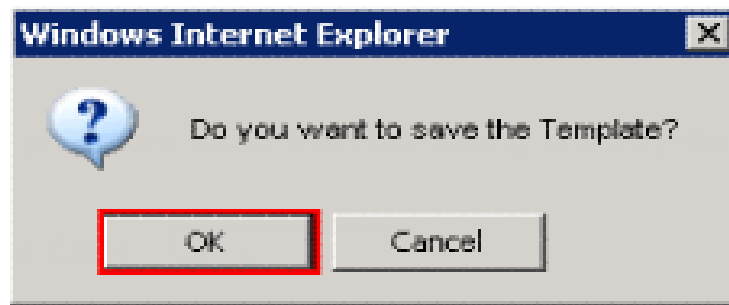
Institutional Claim:

Note: asterisks (*) denote required fields.



Creating a Claim Template

- ProviderOne now asks you verify saving the template.
Click OK



- The first template is added to the list

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter By : Template Type Institutional And Go

	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS



Creating a Claim Template

- Add as many templates as you need
 - Create new ones using the above method
 - Or copy the saved template then edit it

Close Add

Create a Claim Template

Type of Claim: Institutional +

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter By : Template Type Institutional And Go

	Template Name	Type	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010

<< Prev Viewing Page 1 Next >> Go Page Count SaveToXLS

- To copy a template click on the ☒ box
- Click on the Save As/Copy a Template button



Creating a Claim Template

- **ProviderOne displays the template form**
 - Clears the template name
 - Retains all the other template data

Close Save Template Reset

Institutional Claim:

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Subscriber | Claim | Service

* Template Name:

PROVIDER INFORMATION

Go to Other Claim Info to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI: * Taxonomy Code:

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID:

☐ **Additional Subscriber/Client Information**

* Org/Last Name: First Name:

* Date of Birth: * Gender:

CLAIM INFORMATION

- **Add the new template name**



Creating a Claim Template

- **Change client specific information**
 - Client ID, name, birth date, gender
 - Admit date and other admission data
 - Patient responsibility amount
 - Diagnosis code

Institutional Claim:

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Subscriber | Claim | Service

* Template Name:

PROVIDER INFORMATION

Go to Other Claim Info to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI: * Taxonomy Code:

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID:

☐ **Additional Subscriber/Client Information**

* Org/Last Name: First Name:

* Date of Birth: mm dd cyy * Gender:

10 21 2011

- **Save the new template**



Creating a Claim Template

- Create your list of template claims

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter By : Template Type Institutional And Go

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Uncle Sam	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- Lets look at the other features of this screen now



Other Manage Template

- View a Template claim
 - Click on the ☒ box by the Template Name
 - Click on the view Template button


Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter  : Template Type Institutional And Go

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Uncle Sam	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- View allows you to only see template data



Other Manage Template

- **Delete a Template claim**
 - Click on the ☒ box by the Template Name
 - Click on the Delete Template button

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter By And Go

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe			10/2/2010
<input type="checkbox"/>	Uncle Sam			10/2/2010
<input type="checkbox"/>	Susan Madigan			10/2/2010
<input type="checkbox"/>	Lisa Fax			10/2/2010
<input type="checkbox"/>	Roberta Thomas			10/2/2010
<input type="checkbox"/>	Mickey Dee			10/2/2010
<input checked="" type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

Windows Internet Explorer

Are you sure, Do you want to delete the selected Template?

OK Cancel

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- **Clicking the OK button deletes the template**



Other Manage Template

- **Edit a Template claim**
 - Click on the ☒ box by the Template Name
 - Click on the Edit Template button

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

By : [] And [] [Go]

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Unde Sam	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> [Go] Page Count SaveToXLS

- **Edit as needed and save the template**



Batch Template Claims

- **Create a Batch of Template Claims**
(No Trading Partner Agreement is required)



Batch Template Claims

- Create a batch of claims from your list of templates

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy **Create Batch** Create Batch All Auto Batch

Filter By : Template Type Institutional And Go

<input type="checkbox"/>	Template Name ▲ ▼	Type ▲ ▼	Last Updated By ▲ ▼	Last Updated Date ▲ ▼
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Uncle Sam	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS



Batch Template Claims

- Select the templates from the list to include in the batch

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All Auto Batch

Filter By : [] And [] [] Go

<input type="checkbox"/>	Template Name ▲▼	Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input checked="" type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Unde Sam	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- Use the check box ☒ for each template



Batch Template Claims

- With the templates selected click on the Create Batch button

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Filter By : And

<input type="checkbox"/>	Template name	Type	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Uncle Sam	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010



Batch Template Claims

- ProviderOne now displays the Batch Claim Attributes screen

Close Add

Create a Claim Template

Type of Claim: Institutional

Claims Template List

Edit View Delete Save As/Copy

Filter By :

				Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input checked="" type="checkbox"/>	Jane Doe	Institutional	GaryM	10/8/2010
<input type="checkbox"/>	Uncle Sam			
<input checked="" type="checkbox"/>	Susan Madigan			
<input type="checkbox"/>	Lisa Fax			
<input type="checkbox"/>	Roberta Thomas			
<input checked="" type="checkbox"/>	Mickey Dee			
<input checked="" type="checkbox"/>	Ben Franklin			

Batch Claim Attributes:

Claim Type: Institutional

From Date of Service: 10/01/2010

To Date of Service: 10/31/2010

Build Batch Cancel

<< Prev Viewing Page 1 Next >> Page Count Save To XLS

- Add your From –To dates of service

button

- Click on the **Build Batch** button



- The system builds the batch and assigns a batch number
- Each template uses the date of service and adjusts the monetary amounts based on the date span



Batch-All Template Claims

- Create a batch of claims using the “Create Batch All”
 - Click on the **Create Batch All** button

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch **Create Batch All** Auto Batch

Filter By : [] And [] [] Go

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	John Smith	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Jane Doe	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Uncle Sam	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Susan Madigan	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Lisa Fax	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- To build a batch using all institutional templates



Batch-All Template Claims

- ProviderOne now displays the Batch-All Claim Attributes screen

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch

Filter By :

<input type="checkbox"/>	Template Name			Updated Date
<input type="checkbox"/>	John Smith			0
<input type="checkbox"/>	Jane Doe			0
<input type="checkbox"/>	Uncle Sam			0
<input type="checkbox"/>	Susan Madigan			0
<input type="checkbox"/>	Lisa Fax			0
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

Batch Claim Attributes:

Claim Type: Institutional

From Date of Service: 06/01/2010

To Date of Service: 06/30/2010

Build Batch Cancel

<< Prev Viewing Page 1 Next >> Go Page Count SaveToXLS

- Add your From –To dates of service



Batch- All Template Claims

- Click on the **Build Batch** button

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch

Filter By: [Dropdown]

<input type="checkbox"/>	Template Name			Updated Date
<input type="checkbox"/>	John Smith			0
<input type="checkbox"/>	Jane Doe			0
<input type="checkbox"/>	Uncle Sam			0
<input type="checkbox"/>	Susan Madigan			0
<input type="checkbox"/>	Lisa Fax			0
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM	10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM	10/8/2010

Batch Claim Attributes:

Batch Number is 500073996

Claim Type: Institutional

From Date of Service: 06/01/2010

To Date of Service: 06/30/2010

Build Batch Cancel

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- The system builds the batch and assigns a batch number



Auto Batch Template Claims

Create a batch of claims using the “Auto Batch” feature

- Click on the **Auto Batch** button

Close Add

Create a Claim Template

Type of Claim: Institutional +

Claims Template List

Edit View Delete Save As/Copy Create Batch Create Batch All **Auto Batch**

Filter By: [] And [] Go

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	Institutional Claim Template 1	Institutional	BettyB	10/2/2010
<input type="checkbox"/>	Professional Claim Template 1	Professional	BettyB	10/2/2010
<input type="checkbox"/>	Dental Claim Template 1	Dental	BettyB	10/2/2010
<input type="checkbox"/>	Institutional Claim Template 2	Institutional	BettyB	10/2/2010
<input type="checkbox"/>	Institutional Claim Template 3	Institutional	BettyB	10/2/2010
<input type="checkbox"/>	Professional Claim Template 2	Professional	BettyB	10/2/2010
<input type="checkbox"/>	Dental Claim Template 2	Dental	BettyB	10/2/2010
<input type="checkbox"/>	Dental Claim Template 3	Dental	BettyB	10/2/2010
<input type="checkbox"/>	Professional Claim Template 3	Professional	BettyB	10/2/2010

<< Prev Viewing Page 1 Next >> 2 Page Count Save To XLS

Windows Internet Explorer

? Are you sure, you want to create an Auto Batch?

OK Cancel

At the Pop Up Confirm you want to create an Auto Batch



Auto Batch Template Claims

- ProviderOne displays the Auto Batch Attributes screen

Close Add

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Edit View Delete Save As/Copy Create Batch

Filter By :

<input type="checkbox"/>	Template Name	Claim Type	From Date of Service	To Date of Service	Updated Date
<input type="checkbox"/>	John Smith				0
<input type="checkbox"/>	Jane Doe				0
<input type="checkbox"/>	Uncle Sam				0
<input type="checkbox"/>	Susan Madigan				0
<input type="checkbox"/>	Lisa Fax				0
<input type="checkbox"/>	Roberta Thomas	Institutional	GaryM		10/2/2010
<input type="checkbox"/>	Mickey Dee	Institutional	GaryM		10/2/2010
<input type="checkbox"/>	Ben Franklin	Institutional	GaryM		10/8/2010

Batch Claim Attributes:

Claim Type: Institutional

From Date of Service: 06/01/2010

To Date of Service: 06/30/2010

Build Batch Cancel

<< Prev Viewing Page 1 Next >> Go Page Count Save To XLS

- Add your From –To dates of service



Auto Batch Template Claims

- Click on the **Build Batch** button

Create a Claim Template

Type of Claim: Institutional *

Claims Template List

Filter By: Template

Template Name	Claim Type	From Date of Service	To Date of Service	Updated Date
<input type="checkbox"/> John Smith				2010
<input type="checkbox"/> Jane Doe				2010
<input type="checkbox"/> Uncle Sam				2010
<input type="checkbox"/> Susan Madiga				2010
<input type="checkbox"/> Lisa Fax				2010
<input type="checkbox"/> Roberta Thomas	Institutional			10/2/2010
<input type="checkbox"/> Mickey Dee	Institutional			10/2/2010
<input type="checkbox"/> Ben Franklin	Institutional			10/8/2010

Batch Number is 1280760817393. Total number of claim templates = 65, Actual no. of claim templates selected = 7.

Batch Claim Attributes:

Claim Type: Institutional

From Date of Service: 12/01/2011

To Date of Service: 12/04/2011

Build Batch **Cancel**

Page ID: dlqCreateBatchFromTemplate(Claims) Environment: UAT ID: wa1webapp05_5090 Server Time: 12/19/2011 03:03:49

Done Trusted sites 100%

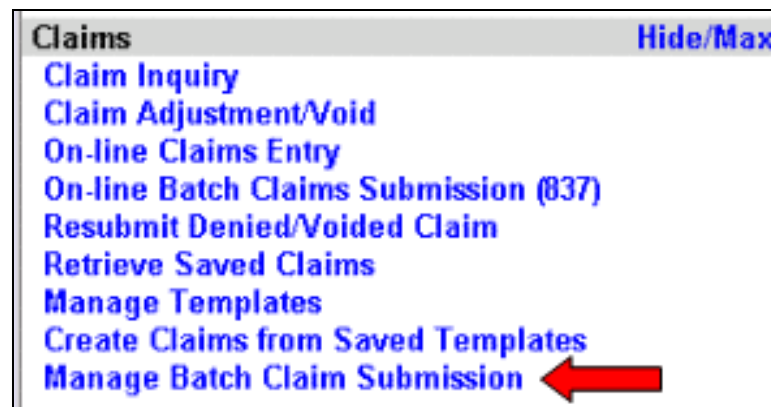
<< Prev Viewing Page 1 Next >> Go Page Count SaveToXLS

- The System builds the batch
 - Assigns a batch number
 - Indicates how many templates in the batch



Manage Batch Claim Submission

- **Manage Batch Claim Submission**
 - At the Provider Portal (homepage)
 - Scroll down to “Claims ”
 - Click on “Manage Batch Claim Submission”





Manage Batch Claim Submission

- **Manage Batch Claim Submission**

Batch Claim Submission Status List:

Filter By :

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

- **Busy screen**
- **Lets discuss important elements**



Manage Batch Claim Submission

- Top buttons control batch activity

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$974.09	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$11,219.19	81	65

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- Batch Number assigned during building Claim Batch
- Type of Batch, creator and creation date



Manage Batch Claim Submission

- The list page displays the status of the batch

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$974.09	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$11,219.19	81	65

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- Lists the From-To dates of service
- And also gives totals of claims in the batch



Manage Batch Claim Submission

- Lets go into the Batch Status detail

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲ ▼	Type ▲ ▼	Created By ▲ ▼	Batch Creation Date □ ▼	Status ▲ ▼	From DOS ▲ ▼	To DOS ▲ ▼	Total Billed Amount ▲ ▼	Claim Count ▲ ▼	Submitted Claim Count ▲ ▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- Important actions to take with each type of batch status



Manage Batch Claim Submission

- **Waiting (for validation)**

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	From DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- The batch of templates has been submitted
- The system moves the templates to the process que on the next cycle



Manage Batch Claim Submission

- In Process**

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

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- The batch of templates has been submitted
- The system is picking up the templates to validate



Manage Batch Claim Submission

- Failed in Validation**

<input type="button" value="Close"/> <input type="button" value="View Claims"/> <input type="button" value="Revalidate"/> <input type="button" value="Delete"/>										
Batch Claim Submission Status List:										
Filter By : <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Go"/>										
<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65
<input type="button" value="« Prev"/> Viewing Page 1 <input type="button" value="Next »"/> <input type="text" value="1"/> <input type="button" value="Go"/> <input type="button" value="Page Count"/> <input type="button" value="SaveToXLS"/>										

- The batch of templates has been submitted**
- One or more of the templates did not pass validation**



Manage Batch Claim Submission

- Passed Validation**

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

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- The batch of templates has been submitted**
- All the templates in the batch passed validation**



Manage Batch Claim Submission

- Submitted for Claims Loading

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By: Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- The batch of templates have been submitted
- No longer templates now claims
 - Batch claim data now displayed (\$\$, claim count)
 - System now generates the claim TCN



Manage Batch Claim Submission

- **How to submit a batch of Templates to Claim Submission**



Manage Batch Claim Submission

- **Submit a batch of Templates**

Close **View Claims** Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	From DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input checked="" type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Passed Validation	10/01/2010	10/31/2010	\$468,504.00	81	0

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- **Must have passed Validation**
 - Check on ☒ the batch line you want to submit
 - Then click on the **View Claims** button on the top



Manage Batch Claim Submission

- How to submit a batch that passed validation

Close **Submit Batch** **Submit All** Delete

Claims created from Batch List

Filter By: And Go

<input type="checkbox"/>	Link	System Generated Claim ID	Template Name	Client ID	Patient Responsibility	From Date Of Service	To Date Of Service	Client Class Code	Client Last Name
<input type="checkbox"/>	▶	1280760817393-0001	John Smith	111008922WA		12/01/2011	12/04/2011	20	SMITH
<input type="checkbox"/>	▶	1280760817393-0002	Jane Doe	111008922WA		12/01/2011	12/04/2011	20	DOE
<input type="checkbox"/>	▶	1280760817393-0003	Uncle Sam	111008922WA		12/01/2011	12/04/2011	20	SAM
<input type="checkbox"/>	▶	1280760817393-0004	Susan Madigan	111008922WA		12/01/2011	12/04/2011	20	MADIGAN
<input type="checkbox"/>	▶	1280760817393-0005	Lisa Fax	111008922WA		12/01/2011	12/04/2011	20	FAX
<input type="checkbox"/>	▶	1280760817393-0006	Roberta Thomas	01155444WA		12/01/2011	12/04/2011	20	THOMAS
<input type="checkbox"/>	▶	1280760817393-0007	Mickey Dee	111008922WA		12/01/2011	12/04/2011	20	DEE

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- There are two ways
 - Check ☒ templates to include in the batch using the **Submit Batch** **Submit Batch** button or
 - Use the **Submit All** button to submit all the templates



Manage Batch Claim Submission

- The batch of claims is now loading into ProviderOne

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date □▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

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- The claims have been assigned TCN numbers
- This batch will auto purge from the list when claims are loaded



Manage Batch Claim Submission

- **How do I fix a Template that failed Validation?**



Manage Batch Claim Submission

- Failed in Validation

Close View Claims Revalidate Delete

Batch Claim Submission Status List:

Filter By : Go

<input type="checkbox"/>	Batch Number ▲ ▼	Type ▲ ▼	Created By ▲ ▼	Batch Creation Date □ ▼	Status ▲ ▼	From DOS ▲ ▼	To DOS ▲ ▼	Total Billed Amount ▲ ▼	Claim Count ▲ ▼	Submitted Claim Count ▲ ▼
<input type="checkbox"/>	123456878	Institutional	GaryM	06/01/2010	Waiting	06/01/2010	06/30/2010	0	0	0
<input type="checkbox"/>	28365092	Institutional	GaryM	07/01/2010	In Process	07/01/2010	07/31/2010	0	8	0
<input type="checkbox"/>	33386073	Institutional	GaryM	08/01/2010	Failed in Validation	08/01/2010	08/31/2010	0	7	0
<input type="checkbox"/>	68001776	Institutional	GaryM	09/01/2010	Passed Validation	09/01/2010	09/30/2010	\$17,352.00	3	0
<input type="checkbox"/>	11187365	Institutional	GaryM	10/01/2010	Submitted for Claims Loading	10/01/2010	10/31/2010	\$468,504.00	81	65

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- Click on the batch number to view the templates



Manage Batch Claim Submission

- The list of templates is displayed

Close Revalidate

View Templates List from Batch:

Filter By : And Go

Template Name □ ▼	Status ▲ ▼	Claim Type ▲ ▼
John Smith	Invalid	Institutional
Jane Doe	Valid	Institutional
Uncle Sam	Valid	Institutional
Susan Madigan	Valid	Institutional
Lisa Fax	Valid	Institutional
Roberta Thomas	Valid	Institutional
Mickey Dee	Valid	Institutional

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- Click on “Invalid” to see the template error



Manage Batch Claim Submission

- **ProviderOne displays the template error(s)**

Close Revalidate

View Template

Filter By :

Template

John Smith

Jane Doe

Uncle Sam

Susan Madiga

Lisa Fax

Roberta Thon

Mickey Dee

Template Name: John Smith

Client ID: 198333777WA

Error Description: Billing Taxonomy - 207AQ0000X is invalid

Go

Cancel

- **Click on the cancel button once the error(s) are identified.**



Manage Batch Claim Submission

- Click on the template name to fix the error(s)

Close Revalidate

View Templates List from Batch:

Filter By : And Go

Template Name ▲ ▼	Status ▲ ▼	Claim Type ▲ ▼
John Smith	Invalid	Institutional
Jane Doe	Valid	Institutional
Uncle Sam	Valid	Institutional
Susan Madigan	Valid	Institutional
Lisa Fax	Valid	Institutional
Roberta Thomas	Valid	Institutional
Mickey Dee	Valid	Institutional

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- ProviderOne now loads the DDE template form



Manage Batch Claim Submission

- When the DDE screen is loaded correct the error(s)

- Then click the **Save Template** button
- At the save template popup click OK



Manage Batch Claim Submission

- Click on the **Revalidate** button
- When the system refreshes click on the **Close** button

Close Revalidate

View Templates List from Batch:

Filter By: And Go

Template Name	Status	Claim Type
John Smith	Invalid	Institutional
Jane Doe	Valid	Institutional
Uncle Sam	Valid	Institutional
Susan Madigan	Valid	Institutional
Lisa Fax	Valid	Institutional
Roberta Thomas	Valid	Institutional
Mickey Dee	Valid	Institutional

<< Prev Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

- The system returns to the batch status list screen and this batch is now in “Waiting” status
- ProviderOne is validating the templates again



Submit a Template Claim

Submit a Single Claim from a Template



Submit a Single Claim from a Template

- Not going to use the Batch Feature?
- Fill in all of the claim data when building the template

SERVICE LINE ITEM INFORMATION

Click on the Other Svc Info link associated with each added Service Line Item to enter line item information other than that displayed on this page.

Service Line Items

Revenue Code: 0190

Procedure Code:

Service Date/First Date of Service: mm dd ccyy

Last Date of Service: mm dd ccyy

Service Units: 30

Total Line Charges: \$ 5784

Line Item Control Number:

Modifiers: 1: 2: 3: 4:

Non-covered Line Charges: \$

☒ Medicare Coverage Items

- Then enter the service line data as follows:
 - Enter Room Revenue Code 0190
 - Enter the number of days as Service Units
 - Enter the Total Line Charges (daily rate times units on template)



Submit a Single Claim from a Template

- **Now create a Single Claim from a Template**
 - **At your Provider Portal (homepage)**
 - Scroll down to “Claims ”
 - Click on “Create Claims from Saved Templates”



Submit a Single Claim from a Template

- **Click on the Template name to create a claim**

Create Claim from Saved Templates List:

Filter By : And

Template Name <input type="button" value="▲▼"/>	Type <input type="button" value="▲▼"/>	Last Updated By <input type="button" value="▲▼"/>	Last Updated <input type="button" value="○▼"/>
John Smith	Institutional	GaryM	10/2/2010
Jane Doe	Institutional	GaryM	10/2/2010
Uncle Sam	Institutional	GaryM	10/2/2010
Susan Madigan	Institutional	GaryM	10/2/2010
Lisa Fax	Institutional	GaryM	10/2/2010
Roberta Thomas	Institutional	GaryM	10/2/2010
Mickey Dee	Institutional	GaryM	10/2/2010

- **ProviderOne loads the template data in the DDE screen**



Submit a Single Claim from a Template

- At the DDE screen update the template data

Close
Save Claim
Submit Claim
Reset

Institutional Claim:

Note: asterisks (*) denote required fields.

Basic Claim Info
Other Claim Info

Billing Provider | Subscriber | Claim | Service

PROVIDER INFORMATION

Go to Other Claim Info to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI: 1831199966 * Taxonomy Code: 193200000X

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID: 200076507WA

☐ Additional Subscriber/Client Information

* Org/Last Name: SMITH First Name: JOHN

- Once completed save the claim or submit the claim



Submit a Single Claim from a Template

- Click on the  button and submit the claim
- ProviderOne should display this BU prompt (turn off your pop up blocker!)
 - Click “Cancel” as no BU is needed with this claim



- ProviderOne then displays the Submitted Institutional Claim Details screen



Submit a Single Claim from a Template

- The Submitted Institutional Claim Details screen
 - This screen shows the TCN number and claim data

Submitted Institutional Claim Details

TCN: 200925500000001000
 Provider NPI: 5522336671
 Client ID: 198333777WA
 Date of Service: 9/9/2009 0:0:0-9/112009 0:0:0
 Total Claim Charge: 2514.69

Please click "Add Attachment" button, to attach the documents. Add Attachment

Attachment List:

<input type="checkbox"/>	Line No	File Name	Attachment Type	Transmission Code	Attachment Control	File Size	Delete	Uploaded On
No Records Found !								

Print Print Cover Page Ok

WARNING: You must click the OK button to complete the claims submission.

- Click on the "OK" button to finish submitting the claim!



Claim with Primary Insurance

- **Submit Institutional secondary claim**
 - Medicare and Medicare Advantage plans are not commercial insurance
- **Our Coordination of Benefits (COB) unit has detailed information about billing these claims**
 - Their web site is <http://hrsa.dshs.wa.gov/LTPR/Providers.html>
 - See the helpful hints booklet <http://hrsa.dshs.wa.gov/LTPR/CAP1.pdf>
- **Contact your COB case manager**
 - Client last name start with A thru K 1-800-562-3022 ext 51936 (fax 360-586-3005)
 - Client last name start with L thru Z 1-800-562-3022 ext 51164 (fax 360-586-3005)



Reference Guides

- General reference is the *ProviderOne Billing and Resource Guide*
http://hrsa.dshs.wa.gov/download/ProviderOne_Billing_and_Resource_Guide.html
- See the Provider Training web site for links to recorded Webinars, E-Learning, and Manuals
<http://www.dshs.wa.gov/provider/training.shtml>
- See the complete list of Type of Bill codes for Direct Data Entry at
<http://www.dshs.wa.gov/pdf/provider/FactSheet/DDEFinalTOBFactsheet.pdf>
- See the Nursing Home billing instructions at
http://hrsa.dshs.wa.gov/Download/Billing_Instructions_Webpages/Nursing_Facilities.html